

Vacancy Announcement #P00-264 ADB

VACANCY ANNOUNCEMENT

POSITION: Procurement Analyst, GS-1102-13

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Management
Acquisition & Property Management Division
Acquisition Management Branch
Washington, DC

NOTE: More than one selection may be made.

OPENING DATE: July 25, 2000 **CLOSING DATE:** August 24, 2000

AREA OF CONSIDERATION: All sources and Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Competitive examining authority has been delegated to the ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Career or Career Conditional candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications. If only one application is received it will be considered under merit promotion.

MAJOR DUTIES: The incumbent serves as a Procurement Analyst responsible for program planning and development; developing acquisition/procurement policies and procedures; maintaining communications on acquisition issues with the Department of the Treasury; and planning, coordinating and overseeing the Division's internal evaluation and review activities over the Bureau's acquisition operations. Participates in both long-range and short-term program planning, development and evaluation. Monitors the Bureau's acquisition programs; developing incorporating and implementing program changes as necessary. Advises Bureau's management, contracting officers, purchasing agents, and contract specialist on matters pertaining to acquisition policies and procedures. Interprets and reviews the Federal Acquisition Regulation (FAR), Federal procurement laws (e.g., Federal Acquisition Streamlining Act, Federal Acquisition Reform Act, Information Technology Management Reform Act), and the Treasury Acquisition/Procurement Regulation (TAPR), as well as Treasury Directives and Procurement Instruction Memoranda (PIM's). Interprets and applies policies to solve unprecedented problems. Conducts reviews of contractual documents (e.g., ITP's, JOFOC's) within predetermined categories based on dollar value, method of acquisition, and other factors for compliance with regulatory requirements and procurement practices. Identifies significant issues and documentation error and returns to contract specialist for resolution/correction. Assists the Chief of the Acquisition management Branch in providing expert advice and guidance on issues related to acquisition policy and procedures. Responds to inquiries, external evaluations, audits, etc., conducted by the Bureau's Office of Inspection,

or the Department regarding the Bureau's procurement program. Develops and conducts training courses

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designed to enhance the professional competence of Bureau acquisition personnel, as well as others associated with the procurement process. Conducts research, special studies and analyses required for development of policy positions and implementation of new legislation.

QUALIFICATION REQUIREMENTS: All applicants must have had one (1) year of specialized experience equivalent to the next lower grade in the Federal Service. The quality, type and scope of experience and training must show that the applicant is fully qualified to perform the duties required of the position. All applicants must meet qualification requirements within thirty (30) days after the closing date of this announcement.

EDUCATION REQUIREMENTS

- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-year of experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

AND

- B.** A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

OR

- B. **Exceptions:** Employees in the GS-1102 series positions will be considered to have met the standard for positions they occupy on 1-1-2000. This also applies to positions at the same grade, in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.

- C. **Waiver:** The Senior Procurement Executive of the Department of Treasury at his or her discretion may waive any or all of the requirements of the requirements of Paragraphs A and B above if he or she certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. If an individual is placed in a position in the BATF on the basis of a waiver, that individual may later be reassigned to another position at the same grade level within the BATF without additional waiver action.

SPECIALIZED EXPERIENCE: Experience that has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position that is typically in or related to the work of the position to be filled.

EVALUATION METHODS: All applicants will be evaluated and given points on relevant experience, formal college level education, training and self-development within the past five years; Quality Step Increase (QSI), Sustained Superior Performance (SSP), Special Act and Suggestion Awards; current performance appraisal; and the Supplemental Experience Statement. The following factors in the

Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

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SUPPLEMENTAL EXPERIENCE STATEMENT

On a separate sheet of paper, describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Knowledge of Federal procurement principles and program objectives, as well as statutes, decisions, policies, procedures and regulations governing all aspects of the procurement program.
2. Experience with sealed bidding, contracting by negotiation, and commercial item acquisition methods including developing clauses and provisions for unique situations.
3. Knowledge of procurement and acquisition policies and goals in order to develop procedures to meet organizational and team goals, and to develop or modify procurement strategies.
4. Ability to research and analyze problems and processes, develop solutions, and write implementing policies and procedures.
5. Ability to deal with management in public and private sector and present sensitive recommendation to ensure compliance with policies, and acquisition policy regulations. Ability to give formal presentations to all levels of management and personnel.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☐ Subject to supervisory/managerial probationary period.
- ☒ Full performance level is GS-13.

Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

HOW TO APPLY:

- A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's

electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at WWW.USAJOB.OPM.GOV). The SF-171 is no longer available for distribution.
Your application **must** contain the following information:

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1. Title series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race /National Origin Identification (SF-181). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal, dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees – SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.
- ☐ Other:

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Employment Branch, Room 4170
Attention: Ann Blagmon
650 Massachusetts Avenue, NW
Washington, DC 20226
(202) 927-8630
Telecommunications Device for the Deaf (202) 927-7964

You may also use web-site www.usajobs.opm.gov to find out about other job opportunities.

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**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION
UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAIP/CTAP).**

Federal employees seeking ICTAP/CTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty location. They must be rated well qualified. ICTAP/CTAP applicants must meet the mid-level range of the crediting plan for all factors.

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.